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RECORDS SECTION

1882

A. Activities and Functions.

This section consists of two broad operational segments: (a) An all inclusive case file system containing the pertinent material concerning cases handled by the Personnel Security Division. (b) The Reference Index

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[REDACTED]

B. Necessity for the Operations of the Records Section.

This section provides the required central repository for all security information relating to departmental employees of CIA, individuals utilized by the Agency, [REDACTED] from a security standpoint. In addition, it maintains such records and controls as are necessary for the efficient operation of the Personnel Security Division. It also prepares such statistical and operational reports as are required for administrative purposes.

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C. Justification of Personnel Requirements.

The position of Chief of Records is necessary for the required supervision, coordination and efficient operation of the section.

Under the direction of the Chief of Records, the position of Chief, Files is necessary to maintain close supervision of the filing operation in order to insure strict compliance with filing policies and procedures by the file clerks.

The existence of two Analysts is required to maintain a current and complete Reference Index file of the Records Section. This file contains information obtained from all sources which is of interest to the Agency from a security standpoint. The evaluation, summarization, and carding of such information is steadily increasing due to the availability of new sources of material.

Two Control Clerks are required to maintain an effective and accurate control system over the files. One Control Clerk maintains charge-out and cross reference indices which permit the prompt location of files. The other Control Clerk maintains records containing the various phases of completion in the processing of individual cases. The records of the Control Clerks form the basis for required administrative reports.

Six File Clerks are needed to maintain the filing operation on a current basis. This is an increase of two over the present complement and is the only request for additional personnel by this Section. During the past fiscal year, the work load has steadily increased and is expected to continue to do

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so. The maintenance of the files on a current basis during the past year has been accomplished only through considerable over-time work on the part of the four file clerks now on duty. Unless a minimum of two File Clerks is added to the present force, the time required to process security clearances will be greatly increased and the operating efficiency of the Personnel Security Division as a whole will be impaired.

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